

27 FEB 1974

MEMORANDUM FOR: Executive Officer, DD/I
Executive Officer, DD/M&S
Executive Officer, DD/O
Executive Officer, DD/S&T

SUBJECT : Renewal of Fiscal Year 1974 Service
Contracts

1. Transmitted herewith are two copies of a listing of service contracts currently in effect for various offices of your Directorate. It is requested that the listing be reviewed and that this office be advised of your intention to renew or cancel for fiscal year 1975.

2. One copy of the listing transmitted herewith is for your retention. Please identify, on the second copy of the listing, those fiscal year 1974 service contracts which are not to be renewed. This action will suffice for procurement planning purposes.

3. For those fiscal year 1974 service contracts which are to be renewed, please forward an executed original and one copy of Form 2420, Request to Procurement Division for Services, citing the applicable Contract number. The form should be routed through the appropriate Budget and Fiscal Office for identification of budgeted funding and the financial allotment number. It is understood that each renewal is subject to the availability of fiscal year 1975 funds.

4. Both the listing and all Form 2420's for those contracts which are to be renewed should be forwarded in one transmittal to Chief, Contracts Management Branch, Procurement Division, OL, on or before 15 March 1974.

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5. Upon the receipt of fiscal year 1975 funds, an advice must be transmitted to Procurement Division, OL, confirming the availability of funds for each requested service contract.

6. Please refer any questions in this matter to [REDACTED] Chief, Contracts Management Branch, Procurement Division, OL, Extension 3365.

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[REDACTED]
Chief, Procurement Division, OL

Att

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